

Job Description Template for

CASHIER JOB

Job Title: Cashier Job

Industry: [Insert Industry – e.g., BFSI, ITeS, Healthcare, etc.]

Location: [Insert Location]

Salary Range: [Insert Salary]

Department: [Insert Department]

Work Hour Allocation: [Insert Details]

POSITION OVERVIEW

As a Cashier, you will be responsible for processing transactions accurately and efficiently while ensuring excellent customer service. You will handle cash, cards, and other modes of payment, maintaining accountability and compliance with internal controls.

ABOUT THE ORGANIZATION

[Insert Industry-Specific Insights] [Customize this section with a company overview: mission, values, and relevance to the target industry such as BFSI, Healthcare, ITeS, etc. Highlight what sets the company apart.]

Level of Experience / Expertise Requirements

(Use as per requirement)

- **Entry Level (0–2 years):** Billing and POS operations, customer greeting, and basic record-keeping.
- **Mid-Level (3–5 years):** Cash drawer reconciliation, discrepancy resolution, and upselling store services.
- **Senior Level (6+ years):** Oversight of multiple cashier points, shift reconciliation, and team training.

JOB PROFILE SPECIFIC QUALIFICATION

(Add more if required)

- High School diploma or Bachelor's degree preferred
- Prior experience in cashiering or retail finance operations
- Familiarity with billing software and digital payment systems

ROLES AND RESPONSIBILITIES

(Use as per level of expertise you require)

- Manage cash, credit, and digital transactions accurately (Entry Level)
- Maintain and balance cash drawers at the start and end of shifts (Entry Level)
- Verify billing amounts and handle refunds or returns (Mid-Level)
- Coordinate with finance for transaction recording and reconciliation (Mid-Level)
- Maintain proper documentation and compliance records (Mid-Level)
- Train junior cashiers and ensure adherence to SOPs (Senior Level)
- Resolve transactional errors and customer complaints (Senior Level)
- Participate in internal audits and reporting (Senior Level)

Skills Required (Technical + Behavioral):

- Accuracy and attention to detail in cash handling
- Customer service orientation and basic sales skills
- Familiarity with POS systems and billing procedures
- Problem-solving and adaptability
- Team collaboration and integrity

ABOUT PMAPS

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